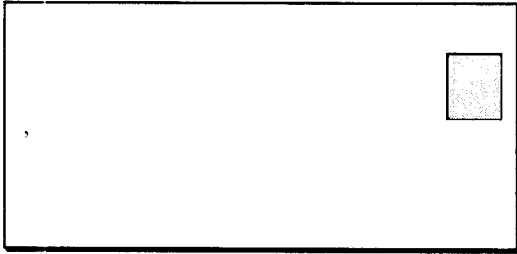


**Travel & Expense Account  
Transmittal Sheet**

**After Approval, Mail Receipts To**



Employee Name	<u>Dufauchard, Preston</u>
Expense Dates	<u>07/01/09-07/22/09</u>
Total Expense Amount	<u>1122.53</u>
Amount Due Employee	<u>539.99</u>
Form ID	<u>TEA000487618</u>

**DIRECTIONS FOR SUBMISSION**

1. *Attach the following receipts, and other appropriate documentation to this Transmittal Sheet.*

	<b>Date</b>	<b>Expense Item</b>	<b>Amount</b>	<b>If not submitted - Explain</b>
1)	07/01	Railroad Fare	28.80	
2)	07/06	Railroad Fare	28.80	
3)	07/08	Commercial Air Fare	32.00	
4)	07/08	Parking, Auto	18.13	
5)	07/08	Lodging	110.00	
6)	07/15	Railroad Fare	29.20	
7)	07/21	Railroad Fare	29.60	
8)	07/22	Commercial Air Fare	34.00	

2. *Forward Transmittal Sheet and attached documentation through your approval process.*

**Travel & Expense Account  
Transmittal Sheet**

**EXPENSE EXCEPTION(S)**

	Expense Rule	Exception	Response
1)	ER Department Policy #1	Receipt and travel itinerary required for this expense item.	
2)	ER Department Policy #4	Rental car receipt is required for this expense item.	
3)	ER Department Policy #1	Receipt and travel itinerary required for this expense item.	
4)	ER Department Policy #1	Receipt and travel itinerary required for this expense item.	
5)	ER Department Policy #1	Receipt and travel itinerary required for this expense item.	
6)	ER Department Policy #4	Rental car receipt is required for this expense item.	

I have reviewed the following documents.

Approved  
by:

Michele Bond

## Travel & Expense Account Summary

Employee Name                      Preston Dufauchard  
Expense Dates                      07/01/09-07/22/09  
Report Name                        PDD-July 2009

Request Total    \$    1122.53  
Direct Charge Total   -    582.54  
Travel Advances    -    0.00  
Net Due Employee =    539.99

Trip Totals		
Trip/Expense Category	Trip Name	Total Amount
Regular Travel	LA Staff Mtg	322.88
Regular Travel	Conf. in LA	480.85
Non-Travel Expenses	Sac Staff Mtgs	318.80

NOTE: (d)=Direct Charge

DATE	Wed Jul 1	Mon Jul 6	Thu Jul 9	Thu Jul 9	Mon Jul 13	Mon Jul 13	Wed Jul 15	Tue Jul 21		TOTAL
Railroad Fare	28.80	28.80					29.20	29.60		116.40
Mileage, Personal Auto			50.60	50.60	50.60	50.60				202.40
<b>TOTALS \$</b>	<b>28.80</b>	<b>28.80</b>	<b>50.60</b>	<b>50.60</b>	<b>50.60</b>	<b>50.60</b>	<b>29.20</b>	<b>29.60</b>		<b>318.80</b>

DATE	Tue Jul 7	Wed Jul 8	Wed Jul 8							TOTAL
Dinner	18.00									18.00
Commercial Air Fare (d)		261.20	32.00							293.20
Auto Rental (d)		41.52								41.52
Parking, Auto		18.13								18.13
Lodging		110.00								110.00
<b>TOTALS \$</b>	<b>18.00</b>	<b>430.85</b>	<b>32.00</b>							<b>480.85</b>

# Travel & Expense Account Summary

DATE	Wed Jul 22	Wed Jul 22								TOTAL
Commercial Air Fare (d)	229.20	34.00								263.20
Parking, Auto	9.06									9.06
Auto Rental (d)	50.62									50.62
<b>TOTALS \$</b>	<b>288.88</b>	<b>34.00</b>								<b>322.88</b>

## Travel & Expense Account Summary & Detail

Trip/Expense Category	Trip Name	Date	Expense Item	Amount	Payment Type
Non-Travel Expenses	Sac Staff Mtgs	07/01/09	Railroad Fare	28.80	Cash
Non-Travel Expenses	Sac Staff Mtgs	07/06/09	Railroad Fare	28.80	Cash
Regular Travel	Conf. in LA	07/07/09	Dinner	18.00	Cash
Regular Travel	Conf. in LA	07/08/09	Commercial Air Fare	261.20	Direct Charge
Regular Travel	Conf. in LA	07/08/09	Auto Rental	41.52	Direct Charge
Regular Travel	Conf. in LA	07/08/09	Commercial Air Fare	32.00	Cash
Regular Travel	Conf. in LA	07/08/09	Parking, Auto	18.13	Cash
Regular Travel	Conf. in LA	07/08/09	Lodging	110.00	Cash
Non-Travel Expenses	Sac Staff Mtgs	07/09/09	Mileage, Personal Auto	50.60	Cash
Non-Travel Expenses	Sac Staff Mtgs	07/09/09	Mileage, Personal Auto	50.60	Cash
Non-Travel Expenses	Sac Staff Mtgs	07/13/09	Mileage, Personal Auto	50.60	Cash
Non-Travel Expenses	Sac Staff Mtgs	07/13/09	Mileage, Personal Auto	50.60	Cash
Non-Travel Expenses	Sac Staff Mtgs	07/15/09	Railroad Fare	29.20	Cash
Non-Travel Expenses	Sac Staff Mtgs	07/21/09	Railroad Fare	29.60	Cash
Regular Travel	LA Staff Mtg	07/22/09	Commercial Air Fare	229.20	Direct Charge
Regular Travel	LA Staff Mtg	07/22/09	Commercial Air Fare	34.00	Cash
Regular Travel	LA Staff Mtg	07/22/09	Parking, Auto	9.06	Cash
Regular Travel	LA Staff Mtg	07/22/09	Auto Rental	50.62	Direct Charge